PSC COMMUNICATOR

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Procurement Service Center

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***Newsletter readers*: The Procurement Service Center seeks your assistance in sharing the following critical updates with all of your departmental travelers.**

Your Meal Receipt:

Don't Come Home Without It

An important update for those who travel…and those who process travel reimbursement requests:

University rules and regulations now mandate the submission of receipts for meal reimbursements that exceed 80 percent of the authorized per diem (maximum) amount for the designated meal or meals.

Effective January 1, 2005, this means that…

- You can only be reimbursed for those meals that you had to buy during your business trip, up to the maximum allowed (per diem rate).
- You should request reimbursement only for the amount that you actually spent on the meal(s), minus alcohol, up to the maximum meal reimbursement allowed (per diem rate).
- If your actual meal cost *does not exceed 80 percent of the per diem amount* for the meal or meals, you do not need to provide receipts.
- If your actual meal cost *exceeds 80 percent of the per diem amount* for the meal or meals, you must support your total request with original itemized receipts. (Note, however, that regardless of receipts, you will not be reimbursed more than the per diem, or maximum, rate established for that location.)
- Your receipts do not have to document your tip: you can add the tip to the actual meal amount on your reimbursement request as long as (1) meal + tip does not exceed per diem rate; and, (2) tip itself is "reasonable" – does not exceed 20 percent of the cost of the meal excluding taxes.

The above points apply to meal expenses incurred during *in-state* and *out-of-state* travel. For special documentation alternatives applicable to *international* travel, see article in next column.

Get Ready for *Travel Training*

Got questions? Come to a Travel Training session to hear more about new University policies and procedures governing business trips and discuss issues specific to *your* department's travel needs. Please mark your calendars with the following dates for training on your campus. Details (specific times and locations) will be announced in the next PSC newsletter:

- *Colorado Springs:* *Thursday, December 2*
- *UCD-HSC Denver Campus:* *Friday, December 3*
- *Boulder:* *Wednesday, December 8*
- *UCD-HSC 9th & Colo and Fitz:* *Thursday, December 9*

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New APS on International Travel

Departments that sponsor international travel will want to become familiar with CU's new Administrative Policy Statement (APS) on the subject. The policy provides guidance in two specific areas: (1) approval to travel; and, (2) meal expense documentation.

Approval for International Travel:

Approval to travel internationally – whether travel is being conducted by a CU employee, CU student, or non-employee – must be made by a University employee who is a *dean, vice chancellor, chancellor, vice president, or president*.

Documentation for International Meal Expenses:

The University has designated the new *International Meal Diary (MD)* form as an adequate record to substantiate meal expenses incurred while in international travel status. The MD will serve as alternative documentation for meal receipts from international locations. (See related article, below.)

The new APS will soon be on the web at www.cu.edu/policies.

There's a New FORM in Town: Introducing the… International Meal Diary

Effective January 1, 2005, international travelers can complete the International Meal Diary (MD) form and submit it *instead of* submitting meal receipts with their Travel Voucher reimbursement request. Either the original itemized vendor receipts **or** the MD form will be required to claim reimbursement for actual international meal expenses.

Please note that the MD form is acceptable as alternative documentation only for **international meal expenses.**

- It cannot be used in place of a required receipt for any international expense other than individual traveler meals.
- It cannot be used in place of a required meal receipt associated with in-state or out-of-state travel.

The new MD form, form instructions, and policy are available on the PSC web site at www.cu.edu/psc.

Don't You Want a New TV?

The Procurement Service Center's Travel Voucher (TV) form has recently been revised to facilitate the entry of your travel-related expenses and other information.

Among the enhancements: The Itemized Expenses section now logically appears *above* the Accounting Information block. The Account field offers a dropdown list of Account chartfields related to travel. And you can now identify your repeat travelers by Vendor ID instead of by Social Security Number.

To find the new TV form (and one-page form instructions!), as well as an updated Travel Voucher Usage policy, visit our web site – www.cu.edu/psc.